



Project Team

Congestion Relief & Bus Rapid Transit Projects

APPENDIX Y3

PUBLIC INVOLVEMENT PLAN

**I-405, SR520 to SR522 Stage 1
(Kirkland Stage 1)**

Draft RFP
March 22, 2005



**Washington State
Department of Transportation**



Corridor Program

Congestion Relief & Bus Rapid Transit Projects

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I-405 Kirkland Improvement Project SR520 to SR522 Environmental Assessment PUBLIC INVOLVEMENT PLAN

Addendum to 90 Day Communication Plan

Submitted to:
Washington State Department of Transportation
I-405 Congestion Relief & Bus Rapid Transit Projects

Prepared by:
I-405 Public Communications Team

Updated 1/19/05

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SR520 to SR522 (Kirkland)

I-405 Nickel Project

PUBLIC INVOLVEMENT PLAN

The Kirkland I-405 Nickel project extends from SR 520 in the south to SR 522 in the north. The project adds one new northbound lane between NE 70th Street to NE 124th Street and one new southbound lane between SR 522 and SR 520. The section between NE 85th and NE 124th is designated as Stage 1, with the remainder of the project in Stage 2.

For the Kirkland I-405 Nickel project, there are no direct impacts to properties, since the project is, at this point, being completed entirely within the existing right of way. The primary public issues identified to date for this project are related to the safety of 11 foot-wide lanes, making sure the 116th interchange is part of the project, and context sensitive solutions. If the 116th Arterial Project, there is the potential for some right-of-way issues.

The project is one of three “Nickel Projects” in the I-405 corridor, and is considered a major step forward in the implementation of the I-405 Master Plan, developed through the I-405 Corridor Programmatic EIS (“preferred alternative”) was endorsed through a formal Record of Decision in 2002.

This plan is developed consistent with the WSDOT Environmental Procedures manual M31-11 [March 2004]. Because this EA will follow procedural requirements of a full EIS, this plan follows EIS procedures and schedules. Particular attention is paid to meeting the Environmental Justice requirements of the 1994 Executive Order 12898, and the 1998 DOT Order 6640.23 which address Environmental Justice in Minority Populations and Low-Income Populations. Actions taken to meet these requirements are specifically noted in this document.

What’s the communications bottom line?

The goals for this plan are to:

- Support the successful project delivery of the system.
- Educate the public about environmental benefits and improvements associated with the Project (ie: treating previously untreated stormwater, establishing new wetlands, building additional noise barriers, etc.).
- Assure that any potential disproportionately high and/or adverse impacts on minority and/or low-income populations are identified and addressed.
- Provide information to individuals and entities directly affected by construction in as proactive, responsive and complete manner as possible.
- Reinforce positive WSDOT relationships with partner agencies, individuals and groups.
- Educate the public about the need, vision and context for the Project, as determined by the community process.

- Increase understanding of the vital importance of the Project to the mobility and economic vitality of the region and state, and the Project's relevance to Washington State's transportation system.

The Program is built on the premises of accountability and action. It includes an active public involvement program and a thorough environmental review process, and builds on the work of the MTP, Trans-Lake, MAP, Vision 2020, Sound Transit, and other regional initiatives. The final package of transportation improvements developed through the I-405 Corridor Programmatic EIS ("preferred alternative") was endorsed through a formal Record of Decision in 2002, and is also referred to as the I-405 Master Plan or Vision.

What other communications support is needed?

The Nickel Project phase of the I-405 Program will build on the public involvement program established in 1998 with the Corridor Program. This program included on-going public outreach through public meetings, a program newsletter, an extensive speakers bureau, a project website and an active media relations program. All public meetings were accessible by transit and extensively publicized through the project's database of interested and affected citizens and civic organizations.

Special efforts will be made to reach out to low income, non-English speaking, and minority communities in a thorough Environmental Justice outreach program identified in this plan.

As we progress through the Nickel phase we will continue to use multiple venues to inform the identified publics, including stakeholders and the news media, about the project's scope, status, and ties to regional transportation.

To support our mission of informed consent, we will continue to implement an active public information program through media relations, newsletters, and the program website.

Specific Strategies to be used include:

- "It's your Nickel. Watch it work." Consistent progress reports to the public on how their tax dollars are working, how the nickel projects are progressing, and how the nickel projects fit with the overall I-405 program.
- Kirkland Nickel EA outreach opportunities will also educate audiences about the need for future investments in transportation.
- Strengthen the broad base of support for I-405 by integrating planned multi-modal improvements as part of communications with the public.
- Conduct neighborhood association briefings, communicating the project timeline and likelihood for needing ROW.
- Establish a Kirkland Advisory Committee comprised of elected officials, City staff, business leaders and neighborhood representatives.
- Interview and offer briefings to civic organizations, including those that serve minority and low-income individuals within the impact area.
- Perform one-on-one outreach to traditionally "hard to reach communities," such as non-English speaking, minority and low-income residents.

- Develop support for I-405's regional benefits (not just benefits to the Eastside).

How will communications roles and responsibilities be assigned?

PRR and Wilkinson Ferrari & Company (WFC) are in the lead role for Strategic Communications, Public Information and Community Involvement for the I-405 Congestion Relief and Bus Rapid Transit Projects, including the I-405 Kirkland Improvement Project.

Generally, the work has been divided 75% PRR and 25% WFC. The firms are part of the general engineering consultant (GEC) and perform as "one team" for the I-405 Projects, providing strategic communications council, design-build (D-B) communications expertise, public information, community involvement, local/regional agency relations, context sensitive solutions (CSS) coordination, and decision-making facilitation.

In 2005, a D-B Contractor will be hired to perform communications and outreach for the design-build and construction phase of the Kirkland Nickel Stage One. Largely, responsibilities of the Contractor will be centered around "coping" and will include activities such as public notifications and updates, telephone hotline staffing, citizen interaction regarding construction, daily traffic updates, and web site contributions.

Who are our audiences?

Audiences for the project include:

- Property owners
- Residents
- Businesses
- Tribes
- Motorists
- Utilities
- Emergency services
- Schools
- Metro and Sound Transit
- Low-income and minority populations that might be impacted by the project

What are our key themes?

Communicating about the I-405 project in a clear and consistent way is vital to the project's success. The following four project themes should be used in communicating about the project and the environmental assessment:

- **Vision** themes, focused on creating a more balanced transportation system, the “smart” freeway, innovative solutions such as bus rapid transit, design-build construction, congestion relief. Nickel project scope and themes should be consistent with and complement the Master Plan (“vision”) for I-405.
- **Value** themes – for example, the I-405 Kirkland Improvement Project presents a great value with a 11:1 benefit/cost ratio. Kirkland Stage 1 was planned to be built first because of the immediate benefits it produces. Demonstrate how the project helps sustain and improve the economy while benefiting the environment.
- **Cooperation** themes illustrate how public support for regional projects is crucial to secure funding for all WSDOT projects, like I-405, in the future. Extensive community involvement and cooperation throughout the Corridor Program and continuing into the Nickel Projects has engaged elected officials, community leaders, neighborhoods, local city/county staff, and residents in project decisions.
- **Momentum** themes, focused on how the gas tax revenue will kick things into high gear, and on other key milestones. In its first year, the Kirkland Nickel is ahead of schedule and under budget. “It’s Your Nickel. Watch it Work.”

PHASE I: Environmental Assessment

What outreach will be conducted throughout the duration of the project?

Kirkland Advisory Committee (KAC)

The Kirkland City Council has appointed a fifteen member advisory group comprised of council members, members of the Kirkland Transportation Commission, neighborhood representatives, city staff and other representatives of stakeholder groups. The KAC will focus on the I-405 Kirkland Improvement Project and corridor-wide issues, such as context sensitive solutions (CSS) along the Kirkland segment of I-405. The committee may also be a sounding board throughout Design-Build process. A Memorandum of Understanding specifies how the committee relates to WSDOT, the Kirkland City Council, and other decision-making bodies.

Lead: Denise Cieri, Craig Stone
Support: Wendy Taylor, Colleen Gants, Doug Mann
Timing: First meeting 1/14/04 (meets monthly)

Property Owner Briefings

Affected property owners will be briefed throughout the I-405 Kirkland Improvement Project and beyond. If the 116th Arterial Project is included in the I-405 Kirkland Improvement Project, WSDOT will identify potentially affected property owners and contact each to provide one-on-one briefings about the project, and the timing and likelihood of property acquisition. These briefings could be in the form of neighborhood coffee hours, citizen group mtgs. or one-on-ones.

Lead: Denise Cieri, Craig Stone
Support: Wendy Taylor, Colleen Gants, ROW Staff
Timing: Briefings offered before and after public scoping

Media Relations

Keep media informed throughout the project – send press notifications for major committee meetings and events. Prepare and distribute media releases promoting the scoping meeting and project open houses, tying the EA to long-range plan. Update FAQs and related materials on overall project for press kits. Meet with select reporters a week in advance to prep them on key issues. As coordinated with WSDOT Communications, brief select editorial boards on project progress and connection to other major transportation projects in region. Maximize the messaging opportunities associated with Kirkland's positive benefit/cost ratio and regional connection. Coordinate all press efforts with UCO communications staff.

Website

Update I-405 website regularly, with the philosophy that all communications begin with the website. The I-405 Kirkland Improvement Project has it's own web page to be kept updated and connected to the I-405 Program website. Keep all meeting materials and announcements current. Financial

information comes from WSDOT's office of project management. Link to City of Kirkland websites where appropriate.

Timing: Weekly reviews of website.

Kirkland staff briefings

Brief PIO officer of Kirkland (in this case, David Godfrey, Don Anderson and Kari Page) on project and identify any communication issues and recommendations. Coordinate with the City of Kirkland on any potential environmental justice issues.

Lead: PI Team
Support: Denise Cieri, Wendy Taylor
Timing: monthly to be timed with KAC meetings

Speakers Bureau

Each month, the project team shall schedule and meet with existing civic organizations in the area (ie: Kirkland Kiwanis, Chamber of Commerce, Eastside Transportation Partnership, etc.) to brief members on project progress and to answer questions. In some cases, the project team shall be regular contributors to the organization's newsletter.

Lead: Craig Stone, Denise Cieri, Wendy Taylor
Support: PI Team
Timing: Ongoing

Neighborhood briefings

Through contacts made with the City of Kirkland Neighborhood Coordinator (Kari Page) and the I-405 Kirkland Advisory Committee, the Project Team will be meeting with all identified neighborhood associations in Kirkland, Woodinville, and Bothell. These may include hard-to-reach residents (low income, minority), and will be as inclusive as possible. The project team will brief neighbors on the EA, I-405 Kirkland Improvement Project improvements, noise mitigation, and the broader I-405 vision.

Lead: Denise Cieri, Wendy Taylor
Support: PI Team
Timing: Ongoing

What is our approach to scoping?

We will seek to educate and inform the public with clear information in sufficient detail to enable informed stakeholder participation in the process. We will encourage the members of target groups to provide meaningful comments by:

- Holding one scoping meeting, 1-2 open houses surrounding project milestones (ie discipline reports), one draft EA hearing, and other neighborhood briefings as needed
- Continuing to maintain the project information line (425-456-8555) to allow the public to get project information, leave messages and request materials
- Reaching out to the public through electronic and print newsletters/updates
- Continuing our speakers bureau, and updating our speakers kits
- Coordinating & facilitating Community Advisory Committees
- Collecting input and feedback from stakeholders
- Distributing informational materials and news releases to the media
- Maintaining a strong relationship with the media, encouraging regular coverage of I-405
- Developing and implementing an environmental justice outreach strategy to include hard to reach minority and low-income populations

Work task details are outlined below:

Scoping Meeting

EA Flyer/Notice

Develop and mail a flyer to property owners within about 500 feet of the alignment and cross street improvements, alerting them to the environmental assessment and the opportunity to comment on the issues to be addressed. This flyer will invite the public's participation and explain the I-405 Kirkland Improvement Project EA and how it fits into the implementation plan. The flyer will be handed out at the scoping meeting as well. Flyer recipients are gathered from a) mailing service list of property owners within 500 feet, b) WSDOT list of property owners, c) PRR's contact list from the EIS, d) WSDOT's I-405 Project contact list, and e) potentially the City of Kirkland.

[NOTE: comprehensive database needs to be created to incorporate all these lists]

Flyer production:

- Environmental Mgmt. Team to review flyer
- Kirkland Engineering Team to review flyer
- Determine the number of flyers needed by securing mailing labels
 - Laci & Par: zip code list of residents
 - WSDOT Real Estate Services list of residents
 - PRR & WSDOT's mailing lists
 - City of Kirkland mailing list?
 - 300 extra for Speaker's Bureau
- Print self-mailer flyer on yellow medium-weight paper
- Schedule for completion-when does mailing house need labels? How long will it take to mail? When do they need the flyers?

Timing:

Mail by 1/10/04

EA Scoping meeting e-mail alert

E-mail a notice of the upcoming open house to project e-mail lists, major employers, advocacy groups, etc.

- Use text from flyer in email to let people know of EA scoping meeting
- Additional notice will be featured in late January E-newsletter to constituents
- Email list from PRR & WSDOT list of public contacts

Timing: Received by 1/10/04

Kirkland EA Flyer

3-4 page project fact sheet that describes the overall I-405 program, the I-405 Kirkland Improvement Project, and the environmental process.

- Edit the N. Renton 3-4 page fact sheet to reflect the Kirkland project
- Print 150 fact sheets for the 1/27/04 meeting
- Environmental Mgmt. Team to review flyer
- Kirkland Engineering Team to review flyer

Timing: Revised and printed by 1/26/04

Nickel Project Progress Report

Promote the scoping meeting within the Nickel project progress report.
Have update version available for meeting

EA Scoping Meeting Advertisements

Place legal ad in the Seattle Times/PI combo at least 15 days before the meeting, and place a display ad in the King County Journal & local papers a week before the 1/27/04 scoping meeting. Work with PRR's media relations department to buy ads.

Lead: PI Team

Timing: Times/PI Ad published before (1/12/04)

Display ads published (1/19/04)

Stations will be set up around the room:

- Welcome station: General information/sign up/handouts
- Master plan and Nickel Projects
- Kirkland project and Ten-year Plan
- Environment and Livability
- Transportation Analysis
- Transit Improvements

EA Scoping Meeting handouts will include:

- Kirkland Environmental Assessment flyer (3-4 pages)
- Nickel Projects Progress Report (updated)
- I-405 Media Kit
- Comment Form
- Title VI Forms in English & Spanish

Visuals will be presented at each station, along with a flip chart and staff member. Attendees will be provided a project flyer and invited to visit each station. Comment forms will be provided that will allow participants to offer written comment on the issues to be addressed.

Attendees will be encouraged to flow between the stations at their own pace and to discuss any questions they have with staff members. Craig Stone will give a project briefing every 30 minutes.

Lead:	PI Team, Denise Cieri, Wendy Taylor
Support:	Environmental Team (Jim Jordan)
Timing:	Ongoing

What is our approach to Environmental Justice (EJ) outreach during the scoping phase?

The goal of the I-405 Kirkland Improvement Project EJ outreach is to support the PI Plan for Kirkland, and meet/exceed WSDOT's EJ practices for an environmental assessment.

In preparation for the Kirkland I-405 Nickel Design Refinements & Environmental Scoping Meeting (1/27/04), the project team plans the following activities:

- Contacting agencies serving minority and low-income populations in the area to identify key issues, and offering a presentation on the Kirkland EA.
- Meeting with Sharon Anderson of Kirkland Social Services and Kari Page, City of Kirkland Neighborhood Coordinator, to research service organizations focused on EJ populations.
- Targeted EJ outreach, neighborhood meetings, and project open houses.
- Written EA materials and briefing information appropriate to the interests of low-income and minority populations.
- Contact names & addresses added to the project contact database so that follow up mailings & links to the public scoping document can be made.
- Providing Title VI forms in English and Spanish at all public meetings.

Representatives of the project team met with Sharon Anderson, Human Services Coordinator, City of Kirkland. Ms. Anderson recommended working through service organizations that serve low income, minority and non-English speaking populations to communicate updates and upcoming public meetings regarding I-405 Nickel developments. The Human Services Coordinator agreed to distribute flyers to service organizations as well as to Kirkland City staff and committees. The project team contacted additional service organizations to distribute the flyer announcing the scoping meeting.

In total, the following organizations were contacted.

- City of Kirkland Human Services Department
- Legislators and council members
- City of Kirkland Parks Board
- Neighborhood Associations (13)
- Hope Link
- The Religious Leaders of the Eastside (City of Kirkland)
- Flyers at Food Bank (across from City Hall)
- Juanita Community Club
- Kirkland Women's Club
- Municipal Courthouse (City of Kirkland)
- Evergreen Hospital, Ben Lindekugel
- Libraries
- Dept. of Social and Health Services in Eastgate (City of Kirkland)
- Kirkland Senior Center (Dana is contact) (City of Kirkland)
- Kirkland Community Center
- Houghton Community Council (City of Kirkland)
- City of Bothell Bruce Blackburn (I-405 PI Team emailed copy of flyer)
bruce.blackburn@ci.bothell.wa.us
- Bothell Senior Center – Marianne LoGerfo 10201 E. Riverside Dr. 425-487-2441. Marianne also knows a lot about outreach to Bothell citizens. (I-405 PI Team called. Spoke to Marianne about scoping meeting.)

Section 8 Housing Outreach

The PI Team maintains a mailing list of approximately 400-500 Kirkland residents living in Section 8 Housing.

The first targeted mailing these residents will receive is a flyer detailing the status of the I-405 Project in their area, specifically the I-405 Kirkland Improvement Project. The mailing will be sent out prior to the 1/27/05 Scoping Meeting, so must be sent no later than two weeks prior. The mailing will include:

Invitation to the 1/27/05 Kirkland Scoping Meeting

Web links to the Public Scoping Report

Directions on how to access a hard copy of the Public Scoping Report (libraries and I-405 Project Team Office)

Self-mailer postcard to request more information or an I-405 Project presentation

PHASE II: Discipline Reports for the Environmental Assessment – September '04 Open House

What is our approach to Environmental Justice during this phase?

EJ Community Survey

After the Kirkland Nickel Design Refinements & Environmental Scoping meeting a detailed survey of social service and community organizations serving minority, low income and non-English speaking people will be complete by 7/16/04. A follow-up to EJ Survey Responses to be complete by 8/31/04 (includes posting notices in common meeting rooms, scheduling presentations to organizations or communities)

Section 8 Housing Outreach:

The PI Team maintains a mailing list of approximately 400-500 Kirkland residents living in Section 8 Housing.

- The first targeted mailing these residents will receive is a flyer detailing the status of the I-405 Project in their area, specifically the I-405 Kirkland Improvement Project. The mailing will be sent out prior to the 9/23 Open House, so must be sent no later than 8/27/04. The mailing will include:
- Invitation to the 9/23 Kirkland Nickel Open House
- Web links to the Public Scoping Report
- Directions on how to access a hard copy of the Public Scoping Report (libraries and I-405 Project Team Office)
- Self-mailer postcard to request more information or an I-405 Project presentation

EJ Education & Coordination with the I-405 Project Team

The I-405 GEC Project Team is made up of WSDOT staff and consultants from several firms with varying degrees of understanding of WSDOT's environmental justice practices. Working together, the PI and EJ Teams are educating the Project Team on EJ and how it integrates into their project work.

- Environmental Field Work Personal Contacts: Working with EJ Lead, Mark Assam, the I-405 PI Team helped to produce instructions to the environmental field crew on how to capture input from citizens, including low income & minority populations.
- The PI and EJ Teams will collaborate to make an EJ Report to the I-405 Project Management Team. We will share "lessons learned" from Kirkland as we move forward to the I-405 Renton & Bellevue Improvement Projects.
- The PI Team will work with the EJ Team to prepare a report, to be distributed to the EA discipline leads and the wider project team, outlining any EJ issues or concerns.

How will we reach out to adjacent owners?

Flyer/Notice

Develop and mail a flyer to property owners within about 500 feet of the alignment and cross street improvements, alerting them to the environmental assessment and the opportunity to comment on draft EA. This flyer will briefly explain the ten-year implementation plan, how the EA on this section fits into the bigger picture, and its relationship to the Nickel Projectss. One-on-one briefings between property owners, WSDOT's ROW representative, project engineers, and PI staff will be scheduled throughout the project.

Lead: PI TEAM
Timing: Received by two weeks prior to EA open house

PHASE III: Final Environmental Document Outreach

Environmental Assessment Public Hearing

A formal environmental hearing will be held no less than 30 days after completion of the EA. The purpose of the hearing will be to formally present environmental findings to the public for their review and comment. A pre-hearing packet will be compiled, as well as a hearing notice, advertisements, and legislative/news media releases. The hearing will include an open house and transcribed hearing. The format will be similar to the scoping meeting and discipline report open house.

Lead: PI TEAM
Support: WSDOT
Timing: Media briefings week prior to release
Editorial board briefings week prior to release

Develop Design-Build phase communications program

Develop a plan that supports the information and mitigation needs of neighboring residents, property owners and the traveling public through the construction phase of the project.

Lead: D-B PI Team
Support: WSDOT PI Team will review and approve
Timing: First draft to be submitted with RFP documents

Kirkland Advisory Committee Membership

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**MEMORANDUM OF UNDERSTANDING
ESTABLISHING A COOPERATIVE RELATIONSHIP BETWEEN
THE CITY OF KIRKLAND AND THE
WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
FOR THE I-405 CONGESTION RELIEF & BUS RAPID TRANSIT PROJECTS**

THIS Memorandum of Understanding is made this ____ day of October 2003, between the City of Kirkland (hereinafter referred to as COK) and the Washington State Department of Transportation (hereinafter referred to as WSDOT).

1. BACKGROUND

WSDOT is a department of state government with all powers, duties, and functions to coordinate transportation modes and to develop and maintain a statewide transportation system meeting the needs of the State of Washington as provided in RCW chs. 47.01.

WSDOT owns and operates an extensive system of high occupancy vehicle lanes, park and ride lots, and access ramps serving transit and carpools.

On _____, 2003 the Washington State Legislature approved gas tax funding of \$485 Million Dollars, for projects within the I-405 portion of "Nickel Projects". The funding provides for funding of environmental, design and construction of Nickel Projects as well as "5% Design" of the Master Plan. The new facilities and services included within the Kirkland portion of the Nickel plan include:

- One additional I-405 lane northbound from NE 70th to NE 124th.
- One additional I-405 lane southbound from SR522 to SR520.

Planning, designing, constructing and operating these improvements are a complex task, requiring maximum cooperation between COK and WSDOT.

The I-405 Executive Committee endorsed an Implementation Plan on October 2, 2003. The Implementation Plan includes the following elements within the Kirkland section (includes Nickel plan noted above):

- Two I-405 additional lanes both northbound and southbound from NE 70th to NE 124th.
- One additional I-405 lane both northbound and southbound from NE 124th to SR522.
- Rebuilding NE 70th, NE 85th, NE 116th, and NE 132nd interchanges on I-405.
- Building NE 85th Direct Access Interchange.
- Building the NE 85th Park and Ride.

Based on this background, it is mutually agreed as follows.

2. PURPOSE

The purpose of this Memorandum of Understanding is to establish working principles by and between COK and WSDOT to facilitate the design, construction, and operation of capital projects of those portions of the Nickel and Implementation Plan that reside within the COK.

3. GOALS

The goal of the principles is as follows:

- Describe the general relationship between WSDOT and COK that will facilitate delivery of the Nickel Projects and the 5% Design beginning from the early stages of planning [such as NEPA Environmental Assessment document(s)] throughout the final stages of construction.
- Commit to expedited processes for planning, designing and constructing projects and integrating programs.
- Provide attachments pertaining to the relationship between WSDOT and COK as well as the overall I-405 Project's organizational structure.
- Declare intent to execute a future Memorandum of Agreement to implement the Nickel Project, and as funding becomes available, the projects within the Implementation Plan.

4. PRINCIPLES

- A. *Nickel and Implementation* investments are first and foremost to improve access, speed, and reliability of the I-405 corridor for the traveling public and public transit.
- B. The projects and services implemented for I-405 will be of high quality, consistent with approved financial plans, and open for service on schedule.
- C. It is acknowledged that both the COK and WSDOT are committed to high-quality transportation services and the long-term interests of the citizens of the I-405 Corridor.
- D. WSDOT and COK will coordinate respective capital programs to take advantage of opportunities to reduce cost and increase benefit. Allocation arrangements will be negotiated within individual agreements between relevant entities to ensure that the cost of joint projects is assigned on a proportional basis.
- E. WSDOT and COK will work together to pursue additional grants or other funds where value can be added to specific capital projects or where added projects can add significant benefits to I-405 mobility.
- F. Construction schedules will be coordinated and managed such that disruption to the public and construction contracting community is kept at acceptable levels.
- G. Recognizing the above principles and the complexities of the tasks involved in them, COK and WSDOT will expedite processes, including but not necessarily limited to:
 - Identify qualified representatives to ensure timeliness and effectiveness of discussions and decisions.
 - Organize functions to ensure good communication between team representatives and between teams and the respective organizations.
 - Assure the respective organizations will expedite the reviews and approvals related to this Memorandum of Understanding within the agreed upon schedules.

- Processes will be evaluated on an on-going basis to minimize time required to design and construct projects, and when possible, run processes in parallel instead of sequentially.

H. WSDOT will perform the lead role on I-405 Corridor community involvement and provide public information and involvement roles for COK when appropriate.

- I. It is pledged that issues of conflict will be referred to the appropriate resolution process to reach agreement expeditiously and at the lowest level of hierarchy. The spirit of these discussions will ensure rapid resolution, maximum cooperation, respect for financial responsibilities, and high integrity of individuals and organizational missions.

5. STRUCTURE

COK will, in coordination with WSDOT, prepare a recommended list of appropriate candidates from within Kirkland business community, neighborhood groups, citizenry, Council and City staff to serve on the "Kirkland Advisory Committee". This committee will be referred to as the KAC.

The KAC will provide a central COK forum by which WSDOT can bring preliminary design sketches and information to gain COK feedback on possible available design options.

As the project progresses, the KAC will also continue to provide feedback to WSDOT as the Design Builder selected to build the Kirkland section of I-405 projects brings refined designs to WSDOT for approval.

To assure maximum efficiency and maintain appropriate representation of the community, the Kirkland Advisory Committee will number approximately 10 representatives.

6. SCHEDULE

The following is the planned schedule for the Kirkland segment work:

November	2003	KAC Members Designated
December	2003	First KAC Meeting - to continue monthly after first meeting
January	2004	Mainline "Best Fit" Analysis Briefing to KAC
January	2004	85 th Direct Access KAC Workshop
January	2004	Kirkland Section Nickel Project Public and Agency Scoping Meeting
Late January	2004	Nickel and Implementation Plan Determination of Final Interchange Accesses
Early	2004	Interchange Type (Diamond, Single Point, etc) Options and Corridor Traffic Analysis Briefing to KAC for Nickel and Implementation Plan
Spring	2004	Nickel Project Intersection Street Geometry Briefing to KAC
Spring	2004	Nickel Project Grading, Walls, and other Structures Briefing to KAC
Summer	2004	Nickel Project Proposed Right of Way Needs Briefing to KAC
Early Fall	2004	Nickel Project Public Meeting
Fall	2004	Potential RTID Public Vote
Summer	2005	NEPA Kirkland Nickel Project Clearance

7. FUTURE UNDERSTANDINGS AND AGREEMENTS

This Memorandum of Understanding is intended to provide the principles that describe the relationship between WSDOT and COK. It is further understood that as the relationship develops, it may be appropriate to add to the principles or modify those stated herein. In addition, it is expected that more specificity will be needed to guide the relationship as particular programs or projects develop.

8. FUNDING

It is mutually agreed that each agency will fund their respective costs associated with staff time for coordination. WSDOT will provide staffing as needed to assist in the Kirkland Advisory Committee's work.

9. AMENDMENTS

This Memorandum of Understanding and its exhibits may be amended in writing at any time by mutual agreement of the parties.

10. DISPUTE RESOLUTION

WSDOT and COK will work collaboratively to resolve disagreements arising from activities performed under this Memorandum of Understanding. Disagreements will be resolved promptly and at the lowest level of hierarchy and the intention would be to resolve the maximum number of issues at the lowest organizational level:

11. INDEMNIFICATION

Appropriate, reasonable, indemnification agreements shall be negotiated in good faith for each project agreement.

12. TERMINATION

This Memorandum of Understanding may be terminated upon the mutual consent of the parties or unilaterally in conjunction with any project agreement.

13. ENDORSEMENT

IN WITNESS WHEREOF, the parties hereto hereby agree to the terms and conditions of this Memorandum of Understanding as of the date first written above.

For Washington State Department of
Transportation

For City of Kirkland

Name

Name

Title

Title

Appendix B: Media Schedule for Scoping Meetings



Roles & Responsibilities

"The View TO the Road"

Roles & Responsibilities

"The View FROM the Road"

I-405 PROJECT

ROLE AND RESPONSIBILITIES OF TECHNICAL ADVISORY COMMITTEE

ROLE: Technical Advisors

Members of the Technical Advisory Committee will be technical leaders within WSDOT and FHWA. The exchange of information between the design team and these technical leaders will ensure that the master plan and standards and directives for the I-405 Project Corridor are coordinated with established standards, meet fiscal requirements and have long-term durability.

RESPONSIBILITIES:

- Attend appropriate meetings
- Review plans for coordination with WSDOT/FHWA needs (technical input)
- Communicate with key individuals at organization
- Review / discuss
 - ◆ Definition of responsibilities
 - ◆ Technical issues
 - ◆ Existing standards/proposed standards

TASKS:

- Introductory meeting
- Attend meetings according to technical process / schedule
- Review proposed standards and directives
- Provide technical review, oversight prior to public presentations

Advisory Committee: I-405 Kirkland Improvement Project & Implementation Plan

Statement of Purpose & Charter

Purpose

The Kirkland Nickel Project and Implementation Plan are part of a long-range vision of improvements to the I-405 Corridor Program, which will address the travel needs through the year 2020 and beyond. The “nickel” project portion includes one new northbound lane between NE 70th Street to NE 124th Street and one new southbound lane between SR 522 and SR 520. In a separate, but related effort, WSDOT is also conducting an environmental assessment for the 10-year Implementation Plan for the Kirkland area I-405 segment.

Kirkland Advisory Committee

The Kirkland Advisory Committee will provide input and guidance to WSDOT and the City of Kirkland during the development of the I-405 Kirkland Improvement Project and Implementation Plan. Committee membership will include Kirkland business community, neighborhood groups, citizenry, and Council and City staff.

Roles and Responsibilities

In carrying out their assigned duties, the Advisory Committee members will:

- Attend all Committee meetings,
- Review any materials distributed in advance of their meetings,
- Review preliminary design sketches and information, and on possible design options, and
- As the project progresses, provide feedback to WSDOT throughout the Design Build process.

Organization

The Kirkland Committee's organizational format will allow discussion of issues and options, and will document conclusions. A Chair will be selected to facilitate the process and conduct the regularly scheduled meetings, with a Vice-chair elected by the committee to serve in the Chair's absence. If possible, the Committee will be expected to produce consensus conclusions. Summary positions may be described in committee reports, with differences in opinion among members clearly noted and explained. The Committee has the option of communicating consensus positions when determined by members to be appropriate.

The Committee will be supported by WSDOT and the City of Kirkland. WSDOT staff and Consultants will produce agendas, meeting summaries, reports, and other materials.

Schedule

The Advisory Committee will meet on a monthly (is this correct?) basis, beginning in December 2003. All meetings of the Kirkland Advisory Committee are open to the public.

The following is the planned schedule for the Kirkland segment work:

November	2003	KAC Members Designated
December	2003	First KAC Meeting - to continue monthly after first meeting
January	2004	Mainline "Best Fit" Analysis Briefing to KAC
January	2004	85th Direct Access KAC Workshop
January	2004	Kirkland Section Nickel Project Public and Agency Scoping Meeting
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Spring	2004	Nickel Project Intersection Street Geometry Briefing to KAC
Spring	2004	Nickel Project Grading, Walls, and other Structures Briefing to KAC
Summer	2004	Nickel Project Proposed Right of Way Needs Briefing to KAC
Early Fall	2004	Nickel Project Public Meeting
Fall	2004	Potential RTID Public Vote
Summer	2005	NEPA I-405 Kirkland Improvement Project Clearance
July	2005	Begin Nickel Phase 1 Design-Build Request for Proposal (RFP) Process

Context Sensitive Solutions Roles & Responsibilities

At the 4/25/04 Steering Committee meeting, our lead, Doug Mann and local contact, Brian Elrod, introduced I-405's Context Sensitive Solutions (CSS) process. CSS is a process that places a high value on seeking and, if possible, achieving consensus on the look and feel of the I-405 corridor. Consensus on the "view to" viewshed and "view from" viewshed within the I-405 right-of-way is highly advantageous to everyone, and may help avoid delay and other costly obstacles to project implementation.

The attached process chart illustrates the organizational structure and probable outcomes. As you review the chart, focus on the Advisory and Aesthetic Committee components.

Advisory Committee:

The Advisory Committees already established for Tukwila, Renton, Kirkland and Bellevue will be focusing on the "view to" viewshed within the I-405 right-of-way from their city's specific interests. Successful CSS outcomes may include enhanced community linkages, hike/bike trail connections, landscaping, over-bridge architectural treatments, pedestrian lighting preferences and community identity /gateway elements. Other strategic outcomes may be financial and/or maintenance partnerships established for specific elements that are beyond the financial capability of WSDOT but desired by a specific city. Along with the established Advisory Committee's mentioned we will also be establishing a new North Corridor CSS Committee encompassing the remaining I-405 corridor area from 132nd Street north to I-5. This Committee is being formed to give equal representation to those cities/counties that are not represented in the four established City Advisory Committees.

The North Corridor CSS Committee would be made up of the following (suggested) representatives:

King County- One representative
Snohomish County- One representative
Bothell- One representative
Woodinville- One representative
Kenmore- One representative

Total: 5/6 North Corridor CSS Committee Members

Aesthetic Committee:

The Aesthetic Committee will focus on the "view from" viewshed within the I-405 right-of-way and focus on the overall theme and character of the roadway. This group will be providing advice on elements that will create a strong visual character and continuity along the entire 42-mile corridor. We desire for each one of the above mentioned Advisory Committees to select individuals that are "big" thinkers focused on regional issues and what the I-405 corridor means to the entire metropolitan area. These individuals would report back to their jurisdictions on the progress of the big ideas for the I-405 corridor. Some of the successful outcomes of this group may include, architectural enhancements such as noise/retaining wall treatments, landscaping, bridge treatments, main lane lighting, and sign structures.

This Aesthetic Committee would be made up of the following (suggested) representatives:

WSDOT-	Alex Young (State Architect), Sally Anderson (District Landscape Architect)
I-405 Project Team	Craig Stone/Kim Henry, Stacy Trussler, Denise Cieri, Doug Mann, Brian Elrod, Colleen Gants
Tukwila-	One/Two representatives (selected by city/Advisory Committee)
Renton-	One/Two representatives (selected by city/Advisory Committee)
Kirkland-	One/Two representatives (selected by city/Advisory Committee)
Bellevue-	One/Two representatives (selected by city/Advisory Committee)
North Corridor-	Two/Three representatives (selected by area leaders)

Total: 13 to 18 Aesthetic Committee Members

Technical Committee:

The technical committee will be made up exclusively of WSDOT and FHWA technical staff that will provide technical oversight to the overall CSS process. This group will provide technical review and support to the consultant team.

We need your help in determining and selecting the members of the North Corridor Advisory Committee and the Aesthetic Committee. In order to stay on schedule and influence the overall I-405 process we would like to have these selections determined by May 1st.

So, here are the assignments that came out of the meeting:

1. Those cities that have Advisory Committees need to select 1 representative (2 maximum) to the Aesthetic Committee (# of people depends on the structure of your Advisory Committee and the availability of the right people..Big Thinkers!!). Ideally, you would select one citizen rep and one staff rep. Please let me know if you need to alter that guideline.
2. Those entities in the North Corridor (King County, Bothell, Snohomish County) will also select 1 representative (2 maximum) for the North Corridor CSS Committee. Ideally, you would select one citizen rep and one staff rep. When you submit your names for the North Corridor Advisory CSS Committee, please indicate person(s) that may be able to serve as a member of the Aesthetic Committee.
3. For Newcastle, and other cities along the corridor, consider selecting a representative to the Aesthetic Committee and sending that name to me by May 1st. If your agency would like more interaction than the regional "view from" participation, please let me know and we can work with you to set up a CSS task force to work on "view to" issues as well.

Remember: This is the time to focus on these types of issues. It is important to establish CSS requirements so the ideas can be drawn into the overall I-405 process. Your participation will insure the project's success related to Context Sensitive Solutions.

CSS AND THE PUBLIC INVOLVEMENT PLAN:

It is the intent of WSDOT to integrate community values into the design of the I-405 Design Build Project. This will be accomplished by fully employing the principles of Context Sensitive Solutions (CSS), as defined and practiced by WSDOT and supported by the Federal Highway Administration (FHWA). This means that the public will be engaged in partnership with WSDOT to support the purpose and need established for the project, assess corridor constraints and opportunities, help develop a preferred alternative, and provide input for design standards and guidelines for the corridor.

This Interface with stakeholders to achieve CSS will require close coordination with the Public Involvement Plan established for the I-405 Design Build Project. The process will engage an overall Aesthetic Committee, Sub-Corridor Advisory Committees, Artists and a WSDOT/FHWA Technical Committee to help the CSS Team in providing the following outcomes.

OUTCOMES:

CSS MASTER PLAN:

The CSS Team will prepare an **overall corridor-wide Master Plan report** of the planning effort in sufficient detail to explain the elements of the CSS Plan to WSDOT and the public. Included will be an illustrated discussion of the recommendations. The recommendations will be organized based on the priorities established during the study.

A Final Master Plan Report will document the elements of the CSS process as follows:

- Established Vision Statement, Goals and Objectives
- Significant issues
- Alternative Design Concepts
- Alternative Design Elements
- Preferred Conceptual Plan– A series of illustrative drawings including hand perspectives and enhanced renderings.

DESIGN BUILD MANUAL FOR RENTON NICKEL:

Based on the approved Master Plan, the CSS Team will prepare the I-405 Urban Design Criteria for Renton Nickel that documents and provides technical guidance for **corridor design elements only in the Renton Nickel**. This guideline will provide critical technical

documentation of the partnership decisions made between WSDOT and project stakeholders during the CSS/public involvement process and guide future, final design engineers in regard to specific decisions and technical direction. The guidelines will provide specific technical direction on all aesthetic issues. The CSS Team will work closely with the Technical Advisory Committee (TC) to coordinate with WSDOT standards.

DESIGN BUILD MANUAL FOR I-405 IMPLEMENTATION:

Based on the approved Master Plan, the CSS Team will prepare the *I-405 Urban Design Criteria for I-405 Implementation* that document and provide technical guidance for the **corridor design elements throughout the I-405 Corridor project limits**. This guideline will provide critical technical documentation of the partnership decisions made between WSDOT and project stakeholders during the CSS/public involvement process and guide future, final design engineers in regard to specific decisions and technical direction. The guidelines will provide specific technical direction on all aesthetic issues. The CSS Team will work closely with the Technical Advisory Committee (TC) to coordinate with WSDOT standards.
